

STATE OF HAWAII

**REQUEST FOR CRISIS PURCHASE OF SERVICE
PURSUANT TO SECTION 103F-406, HRS**

To: Chief Procurement Officer

From:

Department/Division/Branch/Office/Program

Pursuant to Section 103F-406, HRS, and Chapter 3-147, HAR, the Department Head has determined a crisis condition exists and requests approval to make a crisis purchase for the following:

Title and description of health and human service(s):

Provider Name:

Contract Amount:

Provider Address:

Term of Contract:

From:

To:

Nature of the crisis condition (pursuant to section §3-147-201, HAR):

Reason for selection of provider (including description of practicable competition):

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For requests made after the purchase, explanation why it was not practicable to request approval prior to the purchase:

Crisis purchases of service are limited to current needs only. Justification for length of contract:

Description of the state agency's internal controls and approval requirements for the purchase:

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Direct questions to (Name and Position):

Phone Number:

e-mail Address:

I certify that the information provided above is to the best of my knowledge true and correct.

Department Head Signature

Date

Typed Name

Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

____ Approved

____ Denied

Chief Procurement Officer

Date